

Bid Board Notice

PROCUREMENT

I.D. NUMBER: 09-FHA-0003

ISSUE DATE: June 10, 2008

TITLE: *Promoting Tobacco Use Prevention Initiatives in Latino/Hispanic Communities in Frederick and Washington County: A State Initiative*

THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07

PROCUREMENT OBJECTIVES

Summary Statement

The Department of Health and Mental Hygiene (DHMH), Center for Health Promotion, Education, and Tobacco Use Prevention (hereafter referred to as CHP) is soliciting proposals to initiate *Tobacco Use Prevention Initiatives in Latino/Hispanic Communities in Frederick and Washington*. This statewide effort is aimed at targeting *Latino/Hispanic* organizations to develop culturally sensitive and relevant programs, leadership training, and networks that raise awareness about tobacco control.

The anticipated term of the contract resulting from this announcement is 11 months, beginning on or about **August 1, 2008 through June 30, 2009**. Proposals of \$24,000 or less will be considered.

Background

CHP provides direction and administration of statewide tobacco use prevention and control activities. As stated in the 2003 *Monitoring Changing Tobacco Use Behaviors in Maryland* report, "Each year in Maryland, more of our citizen's die prematurely as a result of their use of tobacco than from AIDS, accidents (including car accidents), alcohol, homicides, illegal drugs, suicides, and fires combined. The burden that tobacco places on Maryland's health care system totals an estimated \$1.5 billion annually and is growing. Federal and state expenditures to pay for the burden that tobacco use is placing on the nation costs each Maryland household an estimated \$552 in additional income tax each year. The only way to reduce the burden of tobacco use is to reduce the use of tobacco."

Building capacity and infrastructure in the Hispanic/Latino community is a critical component of the state's comprehensive tobacco control efforts. Specifically, funds proposed for targeting Hispanic/Latino organizations should support educational programs, leadership training and network development. The programs should build the capacity for Latinos/Hispanics to conduct a wide range of tobacco prevention and control projects and increase public support for non smoking norms. In addition, they should address the leadership shortage in Hispanic/Latino communities by developing advocates that represent the Hispanic/Latino population. Offerors should look to *collaborate with national organizations* such as Latino Council on Alcohol and Tobacco Prevention which has a successful Fellowship Program.

Specifications

The organization awarded a contract will be required to assume responsibility for all services offered in the proposal. The organization funded shall implement tobacco use prevention activities that may include educating about the dangers of tobacco use and exposure to secondhand smoke; conduct educational workshops; leadership and network development and enacting smoke-free home policies.

The successful organization shall:

- (A) Conduct regular tobacco use prevention (non-school) activities in Hispanic/Latino communities.
- (B) Train leaders in tobacco control.
- (C) Organize a network of tobacco control advocates.
- (D) Arrange for, and submit to, an on-site review by the CHP.
- (E) Attend one training session selected by the CHP.

Reporting Requirements & Payment Terms

The successful organization shall submit narrative progress reports and invoices to CHP as follows:

- (A) Submit progress reports to reflect activities during the contract term on the following dates, 10/1/08, 2/1/09, and 6/30/09.
- (B) Submit signed invoices (four times) as follows;
 - upon receipt of notification that the contract has been awarded (advance) for \$4,800.
 - 10/1/08 for \$4,800 (for activity period 8/1/08-9/30/08)
 - 2/1/09 for \$4,800 (for activity period 10/1/08-1/31/09)
 - 6/30/09 for \$4,800 (for activity period 2/1/09-6/30/09)

Invoices shall include contractor's name, address, date, Tax ID #, contract number, Blanket Purchase Order (BPO) number, amount of the requested payment and signature in order to be processed. Invoices shall be mailed to the attention of the CHP monitor.

Note: Any materials produced with this funding will become or remain the property of the State of Maryland. The State of Maryland reserves the right to request copies of reports and any materials produced with this funding.

Proposal Submissions

The organization shall complete the attached Bid Form (page 6) and send a proposal that must be no smaller than 12-point font, double-spaced, with one-inch margins. The total proposal, including the project abstract, technical proposal, line-item budget, narrative and attachments shall not exceed ten (10) pages in length. Organizations can choose to submit a proposal for any one of the following two regions: Frederick, Washington or the two counties combined. **Only one proposal per organization will be accepted for this solicitation.** The organization must specify the region that their proposal represents on the bid sheet.

Technical proposals shall have the following sections:

A. **Background Information** that includes:

1. Organization name, address, federal identification number, telephone number, e-mail address, fax number, and position/title of the individual who will serve as the primary contact for this contract.
2. The geographic area in which the program activities will be performed.
3. Size of population that will be served by activities and discuss how this will be achieved.
4. The capabilities of the organization relevant to accomplishing this initiative, including any previous experience working with Hispanic/Latino organizations and/or groups.
5. If the organization has no prior experience in tobacco control, discuss specifically how you will overcome this, i.e., collaborating with other groups with demonstrated tobacco control experience.
6. Disclosure of other funding for tobacco control activities.

B. An **Activity Plan** that includes:

1. Include a timeline with specific strategies/activities that runs the course of the contract award (August 2008 through June 2009).
2. Provide justification for the chosen strategies including the need and how they develop leaders in the Hispanic/ Latino community.
3. Evaluation measures to assess effectiveness of strategies.

C. **Disclosure of all conflicts of interest** (obvious and non-obvious), if any, and describe in detail how the conflicts of interest will be ameliorated.

D. **Budget Proposal** (*Not to exceed \$24,000*):

1. Each organization shall prepare and submit a line item budget and corresponding narrative on Attachment I (page 7). The primary purpose of this solicitation is to provide funds for program materials, services, and personnel. In-kind contributions are not considered part of the budget. **Personnel and consultant costs should not exceed 60% of the budget proposal. Equipment costs cannot exceed 5% of the overall budget. Indirect costs cannot exceed 10% of total salaries and fringe benefits.**
2. The **Budget Narrative** shall include the following:
 - a. An explanation/rationale for each line item in the budget.
 - b. Any other information needed to explain income/expenses concerning the project.

Award

An award will be made on the basis of the most advantageous offer to the State of Maryland considering price and the evaluation criteria found in this solicitation.

Evaluation Criteria of Proposal

The State will evaluate proposals based on the following evaluation criteria. These are listed in descending order of importance.

A. **Organizational Capability and Population Served:**

1. Extent of experience with tobacco control programs.

2. Extent of organization's presence and experience in targeted population.
3. Extent to which the organization has the capability to implement the program successfully

B. Activity Plan:

1. Relevant, measurable, and attainable objectives and strategies.
2. Relevant justification for selected strategies/activities and evidence of community need.
3. Anticipated plan for evaluating program activities.
4. The total number of individuals reached by this initiative.

C. Budget Proposal and Narrative

1. Does the budget seem reasonable for the planned activities?
2. Does the budget comply with the parameters stated in the solicitation?

Contract/Term

The anticipated term of the contract resulting from this solicitation will begin *on or about* August 1, 2008 through June 30, 2009.

Billing

Payment will be made upon receipt of acceptable quarterly progress reports and invoices from the contractor. **Invoices must include contractor's name, address, date, Tax ID #, Blanket Purchase Order (BPO) number, and a signature in order to be processed.**

Submission Deadline – July 17, 2008

An original, plus three (3) copies of the bid proposals must be received by the **Procurement Officer no later than 2:00 PM on July 17, 2008** in order to be considered. Bid proposals may be hand delivered or mailed.

Because of building security restrictions, organization who hand-deliver bids are requested to ask the security desk to telephone the **FHA Procurement Officer** at 410-767-5300.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the **Procurement Officer**. The envelope should be labeled with: 1) the offeror's name and business address; 2) due date and time for receipt of bids/proposals; and 3) title and procurement I.D. number. Bids and/or unsolicited amendments to bids arriving after the closing hour and date noted above will not be considered.

Questions regarding this solicitation must be directed to the **Procurement Officer**.

Issuing Office

Lawrence Carter
Maryland Department of Health and Mental Hygiene
The Center for Health Promotion, Education, and Tobacco Use Prevention
201 West Preston Street
Baltimore, Maryland 21201-2399

Procurement Officer

Vern Shird
Family Health Administration
201 West Preston Street, Room 306
Baltimore, Maryland 21201
Phone: (410) 767-5555; Fax: (410) 333-7106
vshird@dhmh.state.md.us

Minority Business Enterprises Are Encouraged To Respond To This Solicitation.

Bid Form

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I.D. NUMBER: 09-FHA-0003

ISSUE DATE: June 10, 2008

TITLE: *Promoting Tobacco Use Prevention Initiatives in Latino/ Hispanic Communities in Frederick and Washington County: A State Initiative*

REGION: (circle one choice)

Frederick County Washington County Frederick/Washington County Combined

Bidder Information:

Company or Individual Name: _____

Federal Tax ID (FEIN) #: _____

Contact Person: _____

Address: _____

Telephone: _____

Fax: _____

Proposed price for this project: _____

Attachments:

- Technical Proposal
- Budget Proposal and Budget Narrative (Attachment I)

Signature

Date

Vendor signature and date certifies that technical and budget submissions are correct and that vendor agrees to perform all services stated in RFP 09-FHA-0003

ATTACHMENT I
Department of Health and Mental Hygiene
Line Item Budget (8/1/08 to 6/30/09)
Up to \$24,000

BUDGET ITEM	Cost	Budget Narrative
1. Personnel /Stipends¹		
2. Consultant ¹		
3. Printing/Marketing/ Promotional Materials		
4. Training/Meeting		
5. Travel/Transportation		
6. Office Operation/supplies (paper, toner, pens, pencils, telephone etc.)		
7. /Equipment²		
8. Total Direct Cost		
9. Indirect Cost³		
10. TOTAL COST		

ORGANIZATION'S NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

FEDERAL IDENTIFICATION NUMBER: _____

¹ Items 1 & 2 combined may not exceed 60% of the overall budget.

² Equipment may not exceed 5% of the overall budget.

³ Indirect cost may not exceed 7% of total salaries and fringe benefits in items 1 & 2.